

## Attendance & Absence

# Disciplinary Policy

PLEASE NOTE: Use of this policy is subject to the [HR Response terms & conditions](#)

### Document for:

**Employees**



### Other staff

e.g. consultants, contractors,  
casual and agency staff.



### Volunteers



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## DISCIPLINARY POLICY

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[This Policy does not form part of any contract of employment or terms of engagement and it may be amended at any time. The organisation may also vary any parts of this Policy including any time limits.]

[This Policy covers all employees irrespective of their status, level or grade including all employees, managers and executive directors. It does not apply to non-employees (for example agency workers, self-employed contractors or volunteers).]

[This Policy has been [agreed **OR** implemented following consultation] with the [NAME OF TRADE UNION **OR** WORKS COUNCIL **OR** STAFF ASSOCIATION].]

[References to 'You' or 'Your' refer to any employee to whom this Policy applies.]

## INTRODUCTION

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This policy is a guide for managers and employees to maintain conduct standards and to encourage improvement where necessary.

The aims are to :

- set out the standards of conduct expected of all employees.
- engage with employees who have disciplinary problems fairly and fully involve them before any formal action is taken.
- encourage improvement rather than to punish.

### 1. Disabilities and medical issues

The organisation will consider making reasonable adjustments to this policy and the procedures to accommodate a disability.

If you wish to discuss this or inform the organisation of any disability, or any other medical condition you think may be relevant, please contact your line manager or [a member of the Human Resources Department **OR** [POSITION]].

## 2. Confidentiality

Our aim is to deal with disciplinary matters sensitively and respect the privacy of all involved. Employees must treat any information communicated to them in connection with this policy as confidential information.

You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this policy.

In some circumstances, the names and identities of witnesses involved in your disciplinary hearing may not be disclosed to you for reasons of confidentiality.

## 3. What does this policy cover?

This policy is used to deal with disciplinary matters involving misconduct only.

It does **not** apply to cases involving [sickness absence], proposed redundancies [or performance and capability issues ](See [Staff Handbook] for information on those areas). [CHECK STAFF HANDBOOK THAT 'SICKNESS ABSENCE' AND 'PERFORMANCE/CAPABILITY' ARE COVERED ELSEWHERE. HR RESPONSE PROVIDES SEPARATE POLICES ON THESE MATTERS].

The policy applies to all employees regardless of seniority, length of service or otherwise.

The policy does not apply to non-employees (for example agency workers or self-employed contractors).

## 4. Informal resolution of disciplinary issues

Prior to any formal action being taken, *any* conduct giving cause for concern should be dealt with informally between you and your line manager [and/or an HR Manager **OR** [POSITION e.g *Office Manager*] as part of day-to-day management. Minor conduct issues can often be resolved informally this way.

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